

## **DEPARTMENT OF HUMAN SERVICES**

### **FISCAL DIRECTOR 3 (DIRECTOR OF FISCAL SERVICES)**

**SUMMARY:** Under the direct supervision of the Assistant Commissioner for Finance and Administration, the Director of Fiscal Services oversees and directs the accounting, financial auditing and reporting for the Tennessee Department of Human Services' annual expenditures of approximately \$3B. Recommends and implements accounting and financial systems to meet contract compliance requirement and serves as financial advisor to program staff in their roles as they relate to fiscal aspects of the program.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

##### **Technical/Analytical**

1. Understands, interprets and applies GAAP.
2. Provides expert accounting technical support.
3. Resolves accounting disclosure issues.
4. Implement, monitor and enhance appropriate systems of internal controls and accounting procedures.
5. Interpret and apply federal and state legislation, enforcing adherence to requirements and advising management on needed actions.
6. Develop organizational cash flow for casting by working in partnership with management.
7. Directly execute and/or closely supervise all accounting activities, from journal entries to general ledger account reconciliations.
8. Orchestrate financial activity processing in a manner that ensures the execution and delivery of efficient, timely and insightful monthly and annual financial closings.
9. Prepare or supervise preparation of financial statements.
10. Develop a transaction classification schema using existing account structure that efficiently and effectively maintains proper accountability and supports the business needs of the organization.
11. Perform complex as well as routine accounting reviews and analyses in order to formulate courses of actions which support the business mission and maintain compliance with laws and regulations.
12. Perform enterprise-wide risk management assessments including associated on-going risk mitigation.
13. Achieve budget objectives by scheduling expenditures, analyzing variances and initiating corrective action plans.
14. Perform and/or closely supervise grant accounting related functions including but not limited to budget monitoring and analysis, general ledger to grant file reconciliations, periodic grantor drawdown, reporting and closeout activities.

##### **Managerial**

1. Prepare and present briefings to various organizations on accounting issues.
2. Monitor and develop staff using a supportive and collaborative approach; setting objective, holding staff accountable, establish priorities and monitoring and evaluating process.
3. Lead daily fiscal office functions with a team of over 70, including 3 Fiscal Directors.
4. Lead day to day operations as well as change and improvement efforts.

5. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
6. Coordinate all auditing activity.
7. Clearly communicate financial information to management.
8. Continuously collaborate with management to assess the financial efficacy of departmental operations.

**Knowledge, Skills and Abilities**

1. Experience in increasingly responsible accounting roles, integrity, a proactive approach, and excellent judgment, a results-oriented and problem-solving mentality.
2. Superior management skills with the ability to coach and mentor a team with diverse levels of expertise.
3. Keen analytical skills that support tactical and strategic decision making.
4. Exceptional written, oral, interpersonal and presentation skill and the ability to effectively translate complex financial concepts and results to individuals at all levels and backgrounds.
5. A comprehensive knowledge of accounting and financial reporting.
6. A commitment to the mission of the organization and dedication to the fiscal operation results.
7. Skill in organizing accounting operations effectively and efficiently to meet business objectives.

**EDUCATION/EXPERIENCE:** The person appointed to this position must exemplify all the core competencies expected of a Fiscal Director including being a leader of change, being a leader of people, being results oriented, possessing good business expertise, and being able to build coalitions and communicate effectively within the department and across the state. Education: A Bachelors degree in Accounting and/or Finance is required. Preferred: Masters in Business Administration. A minimum of 10 years accounting experience and 5 years of supervisory experience. Prior experience in a government entity or as a Controller, Director of Finance, or Administrator position in a non-profit organization operating with multiple funding sources including State, Federal preferred.

**LICENSES/CERTIFICATIONS:** CPA required.

**COMPENSATION INFORMATION:** Commensurate with Qualifications.

**How to Apply:** Resumes can be emailed to [trevor.lauri@tn.gov](mailto:trevor.lauri@tn.gov) and must be received by on or before November 21, 2014.